



P/T Assistant Assessor

Provisional Appointment – Pending Civil Service Exam

17.5 Hrs. per Week

Starting Salary: \$22,266

Pro- Rated CSEA Benefit Package

DISTINGUISHING FEATURES OF THE CLASS:

This is important technical work involving responsibility for assisting the Assessor with collecting data and evaluating and assessing properties for taxation purposes. This work also involves the maintenance of property record cards, tax maps and other related property assessment materials. This work is performed under the general supervision of the Assessor in accordance with the law and local policies and procedures with gradual leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over the work of clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists Assessor with data collection and other assessment duties; Conducts field inspections and appraises land and buildings and improvements for assessment purposes; Determines preliminary valuation of property for assessment purposes for final review by the Assessor; Investigates and reports on complaints received from taxpayers regarding property valuations and other related assessment matters; Maintains files, property record cards, sale records and related property assessment materials; Assists in checking and verifying assessment rolls and records; Performs various clerical and field duties related to property evaluation and assessments; Coordinates with DPW the clean-out, boarding -up, maintenance and repair of properties taken by the City and made available for sale.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of modern assessment principles and practices; good knowledge of the laws and regulations governing the evaluation of property for assessment purposes; Working knowledge of construction materials and their costs; Ability to inspect and appraise land and property improvements; Ability to get along well with others and to deal tactfully with the public; Ability to prepare and maintain records; Integrity, accuracy, physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: Either;

A. Bachelor's degree and six months of paid experience in an assessing, drafting, real estate or related office involving the identification or valuation of real property, or;

B. Associate's degree and one year experience as described above, or;

C. Graduation from high school or possession of a high school equivalency diploma And two years of experience as described above.

SPECIAL. REQUIREMENT:

Possession of a valid driver's license at time of appointment and throughout tenure.

Send resume with cover letter via email to mmills@cityofnewburgh-ny.gov through September 9, 2015.

The City of Newburgh is an Equal Opportunity Employer.

www.cityofnewburgh-ny.gov

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